2013 Project Management Plan (PMP) Overview State Homeland Security Program (SHSP)

This overview serves to provide instruction on how to complete the Project Management Plan. This template is subject to change pending release of new FEMA grant guidance.

1. Project Information | This section captures basic information about the project based on guidance provided by the SAA. The Proposed Amount is provided by the subgrantee to indicate how much funding is needed to complete the project as stated in the plan. This funding amount is not guaranteed. In the Amount for LETP please indicate how much, if any, supports Law Enforcement/Terrorism Prevention activities. Note the required project end date provided in the Anticipated End Date section and ensure the plan adheres to those guidelines.

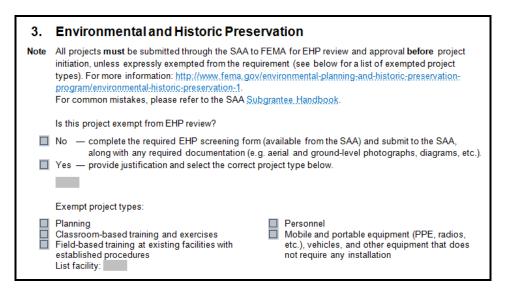
Project Title	
Subgrantee	
Project Amount	
Law Enforcement Terrorism Prevention Activities (LETPA) Amount	
Project Type	Planning/Personnel
	Equipment
	■ Training
	☐ Exercise
	■ Maintenance Contract/Services
Main Supporting ESF	
Anticipated Spending Start Date	FY 2013 SHSP subgrants must start
	spending by May 2014
Anticipated End Date	spending by May 2014 FY 2013 SHSP subgrants must end by May 2015
Main Subgrantee Point of Contact and Email Address	

Quick note: The main Supporting ESF/RPWG selected should be the group that sponsors and vets this PMP.

2. Subgrantee Profile | This section captures basic information about the subgrantee. The Authorized Official should be the person authorized to sign for and accept award documents on behalf of the subgrantee organization (usually the director of the agency). The Project Manager should be the person that implements the project and is generally responsible for submitting the PMP and Quarterly Status Reports (QSR). The Financial Officer should be the person who works on the budget and is responsible for managing the submission process for GMS or PASS/SOAR. The NCR/GMS or PASS/SOAR User should identify the individual actually entering the information in the respective systems; if this person is in need of training, please indicate by selecting the appropriate checkbox.

2. Subgra	antee Profile			
	AUTHORIZATION OFFICIAL	PROJECT MANAGER	FINANCIAL OFFICER	PASS/SOAR (NCR GMS IF NON-DC) USER
Nar	me			
Em	ail			
Ti	tle			Has this person received the
Organizati	on			necessary training?
Telepho	ne			☐ Yes
Addre	SS			□ No

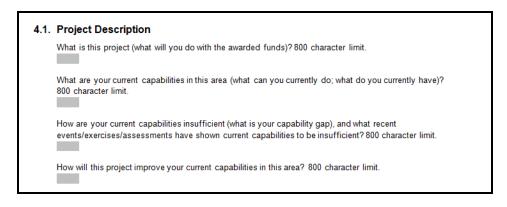
3. Environmental and Historic Preservation | Per Information Bulletin 345 released by FEMA in September 2010, all projects are subject to EHP review. To make the determination, a screening form should be submitted to the SAA. There are a few exempt project types which include: Planning, Classroom-based training and exercises, Field-based training at existing facilities with established procedure, Personnel and Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation. If the project falls into one of these categories, the subgrantee should enter justification as to why the project is exempt in the field provided.



Quick note: The reimbursement of items subject to EHP review without proper approval will be denied by the SAA.

4.1 Project Description | In this section, describe the project itself. If the plan is to buy equipment, what is it, who's it for and how will it be used? If the project will pay for services or staff, what are the deliverables and milestones that the service/staff will perform? This section should clearly identify what we will get out of the project.

Please also describe in detail the capabilities and gaps present. In most cases, there is some level of capability in the area, even if it is not sufficient. Describe what we are currently able to achieve and how the implementation of this project will improve that capability. This should include figures such as pieces of equipment available, number of individuals trained, written plans and procedures in place, etc. Next, explain what capabilities we are lacking and demonstrate how those gaps have been realized. This should be supported by a Strategic Plan Initiative, an After Action Report or an Improvement Plan. The SAA may request a copy of the document referenced. Finally, explain how this project will help to close the gaps identified.



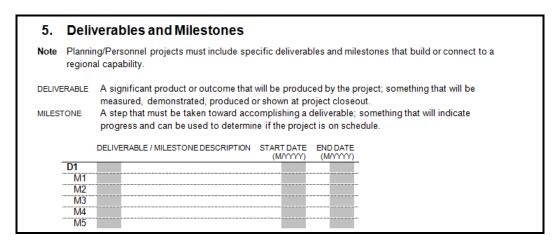
4.2 Terrorism Risk | Federal funding is provided to address the identified planning, organization, equipment, training, and exercise needs at the state and local levels to prevent, protect against, respond to, and recover from acts of terrorism. The subgrantee should provide details on the risk(s) this project addresses.

4.2. Terrorism Risk Describe the terrorism risk this project is intended to address and how the project will address it. 800 character limit.

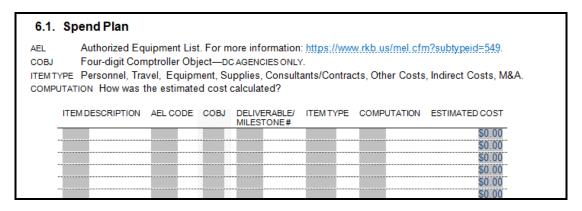
4.3 Funding History | The subgrantee should indicate whether or not the project is new or ongoing (continuation or maintenance). Additionally, the award amount should be allocated to demonstrate what portion goes toward building or expanding capabilities and what portion goes to sustaining existing capabilities. Finally, the subgrantee should list the previous subgrant awards that supported this initiative.

4.3.	Funding History
	Is this project new or ongoing?
	New Ongoing
	Does this project focus on building new capabilities or sustaining existing capabilities? Provide amount dedicated to each category.
	\$0.00 Build or expand capabilities \$0.00 Sustain existing capabilities
Note	Total must equal Award Amount on p. 1.
	Was the project previously funded?
	SUBGRANTID AWARD DESCRIPTION

5. Deliverables and Milestones | *The subgrantee should identify up to five (5) deliverables for the project.*Additionally, up to five (5) milestones should be included for each deliverable to serve as a measure of the project's progress. When completing the QSR, the subgrantee should highlight milestones completed during the quarter in the Accomplishments section of the report.

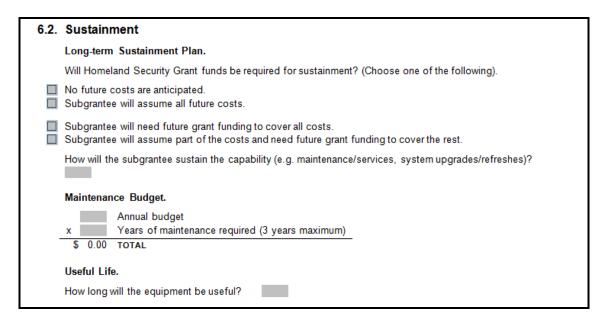


- **6.1 Spend Plan** | This section should include a snapshot of the expenses the subgrantee expects to submit for reimbursement. The sections should be completed as follows:
 - ✓ **Item Description** Use common terminology to describe the item. For example: Use "Cell Phone" vs "Mobile Telecommunications Device"
 - ✓ **AEL** Authorized Equipment List can be found here: https://www.rkb.us/mel.cfm?subtypeid=549
 - ✓ **CObj** Comptroller Object Code (DC agencies only)
 - ✓ **Deliverable/Milestone** Each expenditure should be linked to a deliverable and/or milestone
 - ✓ **Item Type** Expenditure should fall under one of the following categories: Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs or M&A
 - ✓ **Computation** This section is free-form and should provide detail on how the Estimated Cost is calculated. For example, if an employee's costs are \$30/hr x 40hrs/wk x 52 wks, enter that in the computation field. The total amount (\$62,400) will go in the Estimated Cost field.

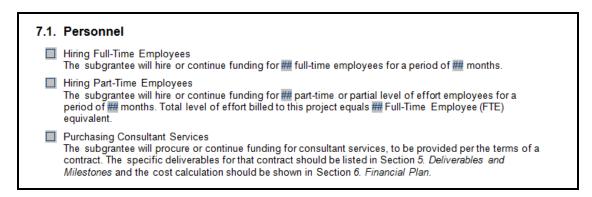


6.2 Sustainment | Sustainment refers to whether the subgrantee needs further grant funds to maintain the deliverable(s) of this project. The subgrantee should choose one of the options and indicate how the subgrantee will use the funds to sustain the capability in future years, if applicable. In the Maintenance Budget field, indicate how much is needed to sustain this capability.

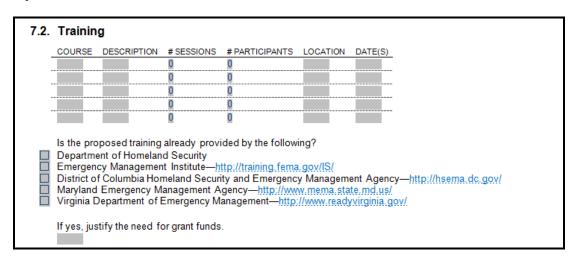
If equipment has an expiration date or needs to be replaced, the subgrantee should indicate this in the Useful Life field.



- **7. Additional Information** | *This section gives the subgrantee the opportunity to provide additional detail or highlight important information that may not fit in other sections.*
- **7.1 Personnel** | The subgrantee should indicate their staffing method(s) for the personnel that carry out the deliverables of the project.



7.2 Training | Per FEMA guidance, the subgrantee should check these training web portals to see whether the proposed training is already provided through a Federal or State entity. In the event the proposed training is already provided, enter the catalog and justify the reason for the use of grant funds. The more detail provided the better; it is recommended that the subgrantee also completes and includes a cost comparison.



Training not listed in the aforementioned catalogues is welcomed. In the field provided, describe in detail the scope of the training, include the number of participants, location, and dates. If this approach is taken and the subgrantee plans to implement the same course more than three times, this course is required to go through the NTED State course review and approval process. In the event the proposed training meets this requirement, contact your SAA point-of-contact for assistance on next steps. Additional course deliveries will be authorized during the review period; however, if the course is disapproved as part of the process, no additional FEMA funds can be dedicated to attending the course.

7.3 Exercises | The subgrantee should indicate the type of exercise proposed for consideration and describe in detail the scope of the exercise, include the number of participants, location, and dates. Additionally, per Information Bulletin 366 released by FEMA in July 2011, an After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is sent via a separate email. The subgrantee may also use the HSEEP Corrective Action

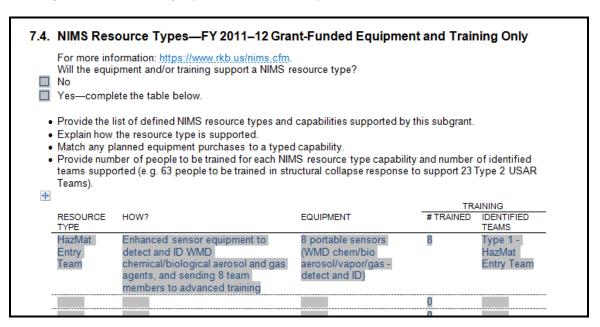
Program (CAP) for the tracking of corrective actions (https://hseep.dhs.gov/hseep_em/). For more information: http://hseep.dhs.gov.

TYPE	DESCRIPTION	# PARTICIPANTS	LOCATION	DATE(S)
		0		
		0		
		0		
		0		
		0		
		_		

7.4 NIMS Resource Types (applicable for FY 2011 & 2012) | FEMA has defined a set of resource types as part of the NIMS, and has required the SAA to report on how grant funds are used in support of developing these typed resources/capabilities. Not all projects will have deliverables that support one of the NIMS resource types - but those that do must report which resource type is supported, and what equipment and training was purchased to support the development or sustainment of that resource type. The FEMA defined NIMS resource types are in the following categories: Emergency Medical Services; Animal Health Emergency; Fire and Hazardous Materials; Incident Management; Law Enforcement; Medical and Public Health; Pathfinder Task Forces; Public Works; and Search & Rescue.

For instance, if the NCR used UASI funds to purchase equipment and training for eight local Hazardous Materials response teams, we would have to report that to FEMA. A subgrant that was used to pay a contractor to update a transportation evacuation plan has no corresponding NIMS resource type and would not be required to report it.

If the subgrantee is not funding any NIMS resources, they should select "No".



8.1 National Preparedness Goal Core Capabilities | The subgrantee should select no more than three Core Capabilities. For each of the Core Capabilities selected, please estimate how much funding supports each

capability; these values should equal the total subgrant award. Using the Rating/Score chart provided, the Pre-Project Score should reflect the subgrantee's rating prior to receiving funding. The Achieved Score should reflect the subgrantee's anticipated rating at the end of the period of performance.

8.1. National Preparedness Goal Core Capabilities—Select up to three

For more information: http://www.fema.gov/prepared/ppd8.shtm.

For a crosswalk with the Target Capabilities List: http://www.fema.gov/pdf/prepared/crosswalk.pdf.

CORE CAPABILITIES	\$ AMOUNT	CURRI RATIN		PROJECTED RATING	COMMENTS	
COMMON CAPABILITIES						
Planning						
Public Information and Warning						
Operational Coordination						
PREVENTION						
Forensics and Attribution						
Intelligence and Information Sharing		SCORE	DE	SCRIPTION		
Interdiction and Disruption	0		Pri	ority area/goa	I not being addre	hass
Screening, Search, and Detection		4		Priority area/goal not being addressed Priority area/goal identified		3300
	1		Pn		i identified	
	2	3		Efforts are well on the way		
	3					
	4		Priority area/goal nearing completion			tion
	5		Pri	ority area/goa	l completely add	resse

Quick note: Continuation projects should be evaluated only for the current year's project. For example, if a project was funded in 2009 and has received 2011 funding, the subgrantee should only evaluate the score as it relates to the 2011 period of performance. The Pre-project score should reflect the rating at the start of the project and the Achieved score should reflect the anticipated rating at the project's completion.

8.2 DC Homeland Security Strategic Plan | The subgrantee should select up to three Strategic Initiative(s) that apply to the project. This initiative should tie back to the Investment Plan identified in the Project Concept.

8.2.	DC	Homeland Security Strategic Plan (2007) Initiatives—Select up to three
	1	PREVENT, ELIMINATE AND/OR REDUCE RISKS FACED BY THE DISTRICT.
	1.1 1.1.1 1.1.2 1.1.3	Develop and maintain a framework for all hazards risk identification, assessment, and reduction. Update the District Response Plan to include the District's mitigation framework and agency specific roles and responsibilities in supporting this framework. Conduct a risk assessment of the District based on the District's threats and vulnerabilities and the associated consequences, to be updated annually. Based on the results of the risk assessment, implement changes to policies, plans, protocols, training, exercising, and
П	1.2	capabilities as needed. Continually educate, inform and prepare those who live, work, and visit the District of Columbia on the measures needed to enhance community and personal safety and security. Update and print the family preparedness guide including distribution to each district residence on a bi-annual basis.
1.2.3 Promote school; 1.2.4 Develop and mai 1.2.5 Update school pi 1.2.6 Update business 1.2.7 Post updated fan 1.2.8 Develop means f		Translate the preparedness guide into the seven most commonly spoken languages within the District and on audiotape. Promote school preparedness program such as "masters of disasters" to help educate children. Develop and maintain family preparedness guides targeting children as the readers. Update school preparedness planning guide for DC public, charter and private schools. Update business preparedness planning guide for small and large businesses. Post up dated family, school, child, and business guide preparedness information on dc.gov. Develop means for collecting feedback on the utility and effectiveness of informational material and use that feedback to drive improvements -Develop a survey for community informational session. CERT training, and other community based
		functions, develop a web-based to where residents can submit comments or suggestions for homeland security and emergency responses issues.
	1.3	Enhance methods of inter-operable communications.